

# REQUEST FOR PROPOSAL (RFP)

## Strategic Planning Consultant/s

### A. Purpose of RFP

Aboriginal Legal Services (ALS) has been operational for over 3 decades locally, provincially, nationally and even internationally. Like many organizations we are guided by our mission, vision and values. We have decided it is timely to undertake the important work of collaborating to create an organization strategic plan and we are currently seeking qualified candidates to guide us on that important journey of visioning and strategic goal setting to guide our collective organizational path for the next 5 years. The development of an organizational strategic will support us to continue our good work in a manner that promotes and strengthens implementing our vision and mission, values and strategic aims in a way that is congruent with Indigenous worldviews and values.

Designing a strategic plan at the direction of ALS Board of Directors and in connection and inclusion of ALS Management, staff, Elders and other relevant stakeholders will support the creation of a fully informed set of strategic directions that will act as over-arching goals to support advancing the work for our day-to-day operations. The consultant/s will work in deep collaboration and in good relations with all ALS stakeholders to ensure a fully robust, attainable and measurable plan is created.

### B. Background: Aboriginal Legal Services

The mission of Aboriginal Legal Services (ALS) is “To strengthen the capacity of the Aboriginal community and its citizens to deal with justice issues and provide Aboriginal controlled and culturally based justice alternatives.”

ALS offers six distinct but related programs – Indigenous Courtworkers; Indigenous Justice; Gladue; Direct Legal Representation (in non-criminal matters); test cases, inquests and commissions; and victim rights.

### C. Scope of Work Deliverables

- Organizational review to understand key opportunities and priorities
- Project management and engagement planning and delivery methods
- Communications, coordination and facilitation
- Data collection and engagement planning and delivery
- Consideration for budgetary and cost planning for sessions and for the plan’s required deliverables
- Base-line organizational review (and SWOT) and of all or any prior strategies that are relevant to understanding and being informed on our history and trajectory of growth
- Development of a feasible and culturally grounded 5-year strategic plan with implementation plan



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*Gaa kina gwii waabamaa debwewin All those who seek the truth*

### D. Applicant Qualifications

#### ALS is interested in a candidate with:

- Considerable experience in leading and managing large strategic planning and development projects/initiatives with Indigenous communities.
- Experience with planning, admin and logistics and IT management.
- Attention to detail.
- Knowledge of collective impact and Indigenous methods of collaboration.
- Ability to inspire, engage and encourage thought-leadership.
- Strong written and oral communication skills.
- Ability to ensure neutral and safe spaces are created for stakeholder engagement.
- Exceptional time management capabilities.
- Strong and demonstrated relationships and connections to Indigenous communities.
- Creativity and critical thinking skills.
- Skilled facilitator, negotiator and planner.
- Previous work with Toronto's Indigenous communities would be a considerable asset.
- Indigenous individuals and firms are encouraged.

### E. Proposal Requirements

Please include the following information in your proposal:

- Your approach to strategic planning
- A summary of your strategic planning experience
- Identify specific non-profit sectors/organizations for which you have conducted strategic planning
- Projected approach (engagement methods) and timelines
- Anticipated budget/cost factors
- Names and bios for you and your team with an overview of the experiences that link to this RFP
- Three samples of past plans you led/created
- Two client references

Individuals are required to submit your proposal package expressing your interest and experience highlights along with a resume and cover letter detailing your relevant work experience to [jessie.stirling@aboriginallegal.ca](mailto:jessie.stirling@aboriginallegal.ca) and the subject line should read: **“Strategic Planning RFP”**



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### F. Selection Criteria

The selection of the successful proposal submission will be based on the applicant/s ability to demonstrate through their aforementioned criteria, outline, resume/s, cover letter/s, and references the ability to meet the selection criteria, qualifications and contract specifications. The contract will be awarded to individuals who demonstrate capacity in carrying out the objectives of the initiative.

- ALS may ask respondents to provide clarifications on their submission
- ALS reserves the right to negotiate with the selected candidate.
- ALS reserves the right to waive irregularities and reject any or all applications  
ALS reserves the right to make no award.
- Information shared with any candidate for the purpose of this proposal is confidential.
- All liabilities for the costs of proposal preparations are the responsibility of the bidder.

### G. Timelines

- Project Start and Duration: Fall of 2022 – March 2024
- Contract End Date is March 31, 2024

### H. Additional Information

- Terms and timelines for payment will be negotiated in the contract for services and based on receipt of written invoices for services completed.
- Contract position, no benefits entitlements and the Consultant is responsible for their own CRA tax reporting.

**DEADLINE FOR SUBMISSIONS IS Friday November 18th , 2022**

For Additional Information please email: Jessie Stirling:  
[jessie.stirling@aboriginallegal.ca](mailto:jessie.stirling@aboriginallegal.ca)